

# **New Jersey Public Broadcasting Authority**

## **Meeting of the Archives Committee**

December 18, 2013 at 2:00 p.m.

New Jersey Public Broadcasting Authority  
Conference Room and by Conference Call  
25 S. Stockton Street  
Trenton, New Jersey 08608

### **MINUTES**

Cornell W. Brooks, Chair, Presiding

Minutes of the meeting of the New Jersey Public Broadcasting Authority (“NJPBA” or “Authority”) Archives Committee (the “Committee”) held at the New Jersey Public Broadcasting Authority Conference Room, 25 S. Stockton Street, Trenton, New Jersey 08608, and by Conference Call on Wednesday, December 18, 2013, at 2:09 p.m.

#### **1. CALL TO ORDER, OPEN PUBLIC MEETINGS ACT STATEMENT AND ROLL CALL**

Chair of the NJPBA Archives Committee, Mr. Cornell W. Brooks, called the meeting to order. Chair Brooks read the Open Public Meetings Act statement as follows: In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, notice of this meeting has been filed with the Office of the Secretary of State, has been posted on the appropriate bulletin board maintained for such purposes by the Authority, and has been distributed by press release to two daily newspapers in New Jersey. Notice was made in advance of this meeting.

Chair Brooks then requested a roll call. NJPBA Archives Committee Members present and participating at the meeting were Cornell W. Brooks, Chair (*via phone*); Joseph Klett, Director, New Jersey State Archives; Ingrid Reed, former Director of the New Jersey Project, Eagleton Institute of Politics at Rutgers University; Robert Smartt, Member of the Board of Trustees of Public Media NJ, Inc. and Visiting Associate, Eagleton Institute of Politics at Rutgers University; Allison Tratner, Director of Communications, NJ State Council on the Arts. Also present and participating were John Blair, Executive Director, NJPBA; Kavin K. Mistry, Assistant Attorney General (*via phone*); Joshua Ranger, Senior Consultant, AudioVisual Preservation Solutions; Winter Shanck, Archivist, WNET (*via phone*); Sarah Rosen, Development, Public Media NJ, Inc.; Amy Herbold, Governor’s Authorities Unit (*via phone*); and Nichol R. Gee, Office Manager, NJPBA (*taking minutes*).

## **2. APPROVAL OF MINUTES – JANUARY 9, 2013**

Chair Brooks asked for a motion to approve the minutes of the January 9, 2013 Archives Committee meeting. Mr. Smartt made a motion to approve the minutes of the January 9, 2013 Archives Committee meeting. Ms. Reed seconded the motion. Chair Brooks asked if there were any changes. Mr. Smartt corrected his title at the Eagleton Institute of Politics at Rutgers University (“Eagleton”). Chair Brooks asked for a voice vote to approve the minutes of the January 9, 2013 Archives Committee meeting, as amended. The motion passed unanimously.

## **3. APPROVAL OF MINUTES – JULY 24, 2013**

Chair Brooks asked for a motion to approve the minutes of the July 24, 2013 Archives Committee meeting. Mr. Smartt made a motion to approve the minutes of the July 24, 2013 Archives Committee meeting. Mr. Klett seconded the motion. Chair Brooks asked if there were any changes. Mr. Smartt corrected his title at the Eagleton. Mr. Klett stated that the New Jersey 350<sup>th</sup> Committee was not a committee of the New Jersey Historical Society and that all references to the New Jersey Historical Society should be removed. Chair Brooks asked for a voice vote to approve the minutes of the July 24, 2013 Archives Committee meeting, as amended. The motion passed unanimously.

## **4. EXECUTIVE DIRECTOR REPORT**

Chair Brooks asked Mr. Blair to share his report. Mr. Blair stated that since the Committee had last met, approximately 3,200 tapes from the NJN Archives had been located, bar coded, packed and shipped to Crawford Media Services, Inc. (“Crawford”) in Atlanta under the Authority’s digitization and preservation agreement with the Corporation for Public Broadcasting (“CPB”). Mr. Blair said that Ms. Gee had done the vast majority of the work involved and thanked her for her efforts. Mr. Blair stated that Crawford had received the shipment in good order, and he expected that it would take several months for the tapes to be digitized and returned.

Mr. Blair stated that upon return, the tapes would be stored in their shipping boxes with inventory sheets. The Committee discussed the condition and known contents of the originals. Mr. Blair stated that the tapes were selected for preservation based upon the information on the tape labels and any paperwork that may have been filed with them. Mr. Blair said that due to the deterioration of the U-matic tapes, the Authority would not play them outside of the context of preservation, so the exact contents would be unknown until they could be viewed in the new digital format.

## **5. DISCUSSION OF NEXT STEPS AND STRATEGY**

Mr. Blair distributed and explained a list of potential projects to be included in the next phase of the Authority's preservation efforts. Mr. Blair said the NJPBA had purchased Linear Tape-Open ("LTO") tapes for archival storage of the materials digitized in the CPB project. Mr. Blair said additional funding may be needed if Crawford charged additional fees for transferring the content onto the LTOs, since that was not part of their agreement with CPB.

Mr. Blair stated that there were approximately two to three dozen tapes containing gubernatorial content that were not eligible for the CPB project and that these tapes should be digitized to complete the gubernatorial collection which Eagleton would like to host. Mr. Blair stated that he and Mr. Smartt met with Eagleton, and that while Eagleton was eager for the materials, they would not be a funding source. Discussion continued regarding what hosting the materials would entail and how the public would access the content. Mr. Blair stated that the goal would be that a scholar could go to the Eagleton website, search a database for content, and view a proxy copy on the Eagleton website. Mr. Klett stated that if people wanted footage for broadcast, they would still come to the NJPBA for licensing. Mr. Blair said that the Authority could consider giving another entity licensing rights. Assistant Attorney General Mistry stated that he would need to research what legal arrangements could be made.

Mr. Klett stated that the State Archives would like to be a portal for public access to the NJN Archives, but that it would not be feasible in the near future. Mr. Klett said a proposal for an electronic archive for the State of New Jersey was presented at the last Department of State meeting and was currently under discussion. Mr. Klett stated that he would like the NJN Archives to be included in the electronic archive for the State, but he was uncertain about funding. Mr. Klett said he would know if the Office of Information Technology ("OIT") and the Department of the Treasury budgeted for the inclusion of the NJN Archives by February or March.

Ms. Reed stated that the NJN Archives were a resource not just for New Jersey, but for the world, and that if there were going to be multiple entities hosting the materials, some policy for hosting should be drafted. There was some discussion about other potential hosting partners. Mr. Blair stated that once a deal is worked out with Eagleton, it could be a model for other partners. Ms. Rosen stated that the Robert Wood Johnson Foundation ("RWJ") was interested in more partners on the project. Mr. Ranger pointed out that there was a difference between providing an access portal for content and actually storing the preservation copies of the content. Mr. Blair concurred, stating that partners would receive only a set of proxy copies of the content, but the archival content would remain with the NJPBA. Mr. Klett stated that until the State Archives could receive the digital records, the Authority would be responsible for migrating the records forward. Mr. Ranger stated that universities and other entities outside of New Jersey might also be interested in serving as a portal for some of the NJN Archives content. Mr. Blair stated that through the CPB project, WGBH in Boston, Massachusetts, and the Library of Congress in Washington, D.C., serve as portals where the public can access that content.

Mr. Blair stated that the CPB project included U-matic tapes from 1972 to 1982, but that there were more U-matic tapes from subsequent years at risk of being lost. Mr. Blair said these tapes should be preserved as funding allows.

Mr. Blair stated that Public Media NJ, Inc. ("PMNJ") wanted the last two years of the *NJN News* digitized since this content was relevant to the daily broadcast. Mr. Blair said this would be an example of content not only being preserved, but also used. Ms. Rosen stated this would be a huge asset for PMNJ. Mr. Blair stated that content such as select reporters' compilation reels and file footage reels should also be hand selected and preserved for use by PMNJ.

Mr. Blair stated that "vertical niches" of the NJN Archives content would create more partnerships, and he defined "vertical niches" as specific series or subject related subsets of the NJN Archives that span many years or decades (i.e. *Due Process*, *State of the Arts*, *Another View*, *Images/Imagenes*, *On the Record* and *Reporter's Roundtable*, *Discover New Jersey*, programs distributed nationally, documentaries and specials, etc.), as opposed to a linear or "horizontal" approach based on the year of production. There was a discussion about the interest in some of these vertical niches thus far. Consensus was that producers and/or funders of the content could be potential partners for preservation. Mr. Blair stated that the producer of *Due Process* was not interested at this time, but that the producer of *Images/Imagenes* was highly interested, although Mr. Blair was unsure about what funding might be available there. Mr. Blair suggested that the New Jersey State Council on the Arts ("NJSCA") might be interested in archival quality preservation of *State of the Arts*. Ms. Tratner stated that originally, NJSCA wanted to create archival quality copies, but it was cost prohibitive, so the NJSCA preserved the series at the best level possible for continued production use within budget.

Mr. Blair stated that there was a need for a project manager or curator for the NJN Archives who would locate content in demand and also enhance the database after viewing content, providing more in-depth descriptions and keywords for searches. Mr. Blair also stated that the Authority needed to engage AudioVisual Preservation Solutions ("AVPS") for database hosting and management, importing other databases, and strategy consultation.

Mr. Blair stated that funding for conferences and staff training was needed. He said funding was also needed to move and organize the physical assets in the NJN Archives which are currently spread throughout the building. Mr. Blair said the database would need to be updated with the new location codes once the NJN Archives are reorganized.

Mr. Blair stated that NJPBA needed to identify matching funds for any additional grants from RWJ. Mr. Blair stated that the expenses covered under the CPB project and the cost of "in-kind" project work by the staffs at WNET, PMNJ and NJPBA should provide part of the match, but grants from other sources would also be necessary. Ms. Reed suggested that entities that have supported archival presentation in the past should be researched since the content demonstrates a slice of American life and how to successfully engage the public. Mr. Klett recounted how much work has been done on the NJN Archives in

such a short time and stressed the need to move forward with that momentum. Ms. Rosen stated that a partnership with Eagleton could be counted as an in-kind contribution, and she wanted to meet with RWJ to make sure they understood how much had been accomplished and determine how much they were looking for in matching funds. Mr. Blair suggested that if RWJ would agree to fund a list of projects, the contract could be written such that funding for each one would only be drawn down when matching funds were identified.

Discussion continued about other possible funding models. Chair Brooks asked if it would be more valuable and easier to find funding for the collection as a whole, rather than in subsets. Ms. Shank stated that, at the current time, it was easier to find funding for subsets of collections which people are passionate about rather than complete collections. Ms. Shank said she did not believe the CPB project could be counted toward a future RWJ grant since the project was already underway, but a new grant could be structured to include time for raising matching funds. Ms. Shank suggested that the first year of the grant be dedicated to fundraising, and that part of the grant could support the fundraising position while the rest of the funds would be drawn down as matching funds were identified. There was a brief discussion about the timing of the CPB project and whether or not that could be considered as a match for a future grant. Consensus was that it might be possible.

Mr. Ranger reiterated that it was important to identify subsets of the collection and then reach out to partners interested in those subsets. Mr. Ranger said use for the content was important to funders. Ms. Reed suggested that Monmouth University might be interested in content about tourism or the Jersey Shore. Ms. Tratner said universities seemed to be a natural partner and that the Richard Stockton College of New Jersey might be interested in the NJN Archives since it was a partner on *State of the Arts*.

Mr. Williams showed the Committee a new LTO tape that would hold the archival copies of the programs Crawford was digitizing. Mr. Williams stated that each tape could hold 50 to 100 programs which could be used for high resolution video editing. Mr. Williams then showed the Committee a hard drive array that would store the proxy and production copies created by Crawford. Mr. Blair said each array had two drives that would hold approximately 3,000 programs, and then two more drives that back-up the first two. Ms. Tratner asked how the files would be organized. Mr. Williams stated that the database would be updated to include the file names from the arrays. Mr. Williams said the drives would last about three to five years and that funding would be needed to migrate the media forward at that time.

Ms. Tratner compared the arrays for the CPB project with the hard drives that were used to save and store the *State of the Arts* content by the NJSCA. Ms. Tratner expressed concern that the NJSCA hard drives were already a couple years old. Mr. Blair suggested that the NJSCA migrate the files to an array now and then plan to migrate the files to the next generation in five years. Mr. Ranger stated that migration of media was always necessary, but digital media migrates at a faster pace than video tape did.

## **6. PUBLIC COMMENTS**

There were no comments from any members of the public.

## **7. ADJOURNMENT**

Chair Brooks asked for a motion to adjourn. Mr. Smartt made a motion to adjourn the meeting. Ms. Reed seconded the motion. The motion was voted upon and approved unanimously. The meeting was adjourned at 3:38 p.m.